

# Paper Report Tip Sheet # 1 (June 2006)

Programs: Family Caregiver Support Program (FCSP)  
Respite Purchase of Services (RPOS)  
Health Insurance Counseling and Advocacy Program (HICAP)  
Brown Bag (BB)

## 1. Ensure correct forms are used for reporting data to CDA

FCSP – CDA 272 (rev 0703) Quarterly Service Report  
CDA 273 (rev 0704) Annual Profile Report

RPOS - CDA 261 (rev 7/2000) Monthly Service Summary

HICAP – CDA 1005 (NEW 6/2006) Quarterly Aggregate HICAP Report

BB - CDA 5 (rev 4/2006) Monthly Activity Summary

Instructions and forms available on web:

[http://WWW.aging.ca.gov/aaa\\_business/reporting\\_instructions/reporting\\_instructions-Current\\_Forms](http://WWW.aging.ca.gov/aaa_business/reporting_instructions/reporting_instructions-Current_Forms)

Forms & Instructions for all reports are also available upon request.

## 2. Report on Time & Submit all reports QUARTERLY

Due Dates are as follows:

1 <sup>st</sup> Quarter	July – Sept	Due Oct 31 <sup>st</sup>
2 <sup>nd</sup> Quarter	Oct – December	Due Jan 31 <sup>st</sup>
3 <sup>rd</sup> Quarter	Jan – March	Due April 30 <sup>th</sup>
4 <sup>th</sup> Quarter	Apr – June	Due July 31 <sup>st</sup>
Annuals for <u>FCSP only</u>	July 1 – June 30 <sup>th</sup> of FY	Due Aug 31 <sup>st</sup>

Please contact CDA as soon as possible if there is a delay in submitting any reports. For the RPOS report, submit monthly reports in a batch for the quarter.

- 3. Do not leave “blanks”** – if there is nothing to report in a certain category, enter a zero (0).
- 4. Always include contact information on all reports submitted** - PSA #, person submitting report name, phone number, and e-mail address.
- 5. Send Reports to correct address:**

There are three options in reporting:

Via: E-mail [datateam.paper@aging.ca.gov](mailto:datateam.paper@aging.ca.gov)  
Fax (916) 928-2510  
US Mail California Department of Aging  
Attention: Data Tm - Paper Reports  
1300 National Drive, Suite 200  
Sacramento, CA 95834